

# EAI Position Vacancy

EAI Corporation, Center for Domestic Preparedness, United States Department of Homeland Security, announces the following vacancy:

**Position Title:** Audio Visual Specialist

**Department:** Training

**Number of Positions:** One

**Opening Date:** April 28, 2005

**Closing Date:** May 5, 2005 (resumes must be postmarked on or before this date to be considered)

**Status:** Non-Exempt

**Location:** Center for Domestic Preparedness, Anniston, Alabama

**Reports To:** Production Manager

**Duties:**

- Coordinates electronic media and acoustic support for instructors assigned to teach in the weapons of mass destruction curriculum.
- Produces course instructional materials such as compilation of classroom manuals, handouts, videotapes, and compact discs.
- Produces and maintenance of a minimum set of instructional materials for the direct delivery of resident and non-resident courses in the weapons of mass destruction curriculum.
- Works effectively with a team and is respectful of colleagues.
- Adheres to company policies and procedures.
- Demonstrates a commitment to continued professional growth and development.
- Accepts constructive criticism and is receptive to changes in the work environment.
- Travels in support of position requirements.
- Performs other duties as assigned.

**Qualifications:**

- High school graduate or GED equivalent required; Baccalaureate desirable.
- Advanced training and/or certification in computer software applications to include Microsoft Office (i.e. Word, Excel, and Access).
- Perform detailed tasks under time constraints.
- Possess excellent communication skills.
- Ability to provide audio visual and technological support to a classroom setting.
- Must be able to accommodate a flexible work schedule.
- U.S. citizenship required.
- Submit to and successfully complete pre-placement screening and evaluation, which includes submission to a criminal background check, financial institutions/credit bureau check, and disclosure under the Freedom of Information Act.

Applicants should submit a complete and comprehensive resume with a cover letter stating the position desired.

Send resumes to:

EAI Corporation  
ATTN: Human Resources  
PO Box 5510  
Anniston, AL 36205

The EAI Corporation is an equal opportunity employer. Minority and female candidates are encouraged to apply.